



Maine Department of Corrections

MDOC Facility Plans – December 2020

Issued: November 30, 2020

- **Continued monitoring and response**
 - The MDOC continues to monitor the state's COVID-19 situation (including daily consultation with the ME CDC).
 - The MDOC will continue to revise the facility plans, including implementing additional health and safety measures, on a monthly basis until further notice.
 - Additional health and safety measures may also be implemented immediately and may stay in place until further notice, as determined necessary by MDOC's Incident Command Team.
- **MDOC Phased Response**
 - Since March, MDOC has adopted a three-phased approach to managing COVID-19. Each phase correlates with specific levels of restrictions, modified operations and access, and use of PPE.
 - At times, MDOC facilities may be in different phases.
 - Currently, MDOC is implementing Phase 2 restrictions across its facilities, as multiple COVID-19 transmission indicators (identified below) have occurred.
 - Maine's statewide COVID-19 positivity rate reaches or exceeds 2%;
 - ME CDC/ME DOE issue regional or county guidance to schools to temporarily close or begin full remote learning due to local COVID-19 transmission rates;
 - ME CDC and/or local hospitals issue guidance or capacity concerns regarding available medical services related to COVID-19 transmission rates regionally or statewide;
 - MDOC confirms one or more positive COVID-19 cases (staff or resident) in a MDOC facility or regional office;
 - MDOC's Facility Plans and phases will be reviewed, as needed, and at least every 30 days;
 - Any MDOC facility experiencing an active COVID-19 case and/or outbreak may implement more restrictive health and safety measures (including Phase 3 operations), at the direction of the MDOC and facility incident command teams;
- **COVID-19 Testing**
 - Facilities will continue to adhere to the MDOC's most recent COVID-19 testing and quarantine plans.
- **Operational Procedures**
 - Social distancing, proper hand hygiene, and face covering requirements will continue to be enforced in all areas of facility operations, and each facility will establish an operational plan in consultation with the MDOC Incident Command team to ensure compliance based upon their physical plant, schedules, population, and other logistical considerations;
 - As implemented in November 2020, in accordance with Governor Mills' most recent executive order dated November 4, 2020 and effective November 5, 2020 (found [here](#)), cloth face coverings are mandatory for all staff and members of the public in all MDOC facilities and offices, in all areas in which more than 1 person is present. This includes hallways, offices, dayrooms, housing units, and other spaces. This mandate is in addition to the existing requirements to maintain social distancing.
 - Additionally, any time an adult or juvenile resident is out of their room, they are required to properly wear a cloth face covering and maintain social distancing.



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- MDOC staff, providers, and any approved entrants must adhere to the MDOC-approved face covering requirements, which includes not wearing neck gaiters, bandanas, chin shields, and other non-approved coverings;
- The use of MDOC-approved face shields will be restricted during MDOC's phase 2 operations, as the need for adequate PPE is heightened;
- During an active COVID-19 situation at a facility, the CAO may implement more restrictive PPE requirements for staff within the facility. Staff are expected to comply with all PPE fit-testing requirements at all times during the pandemic;
- Staff, contracted providers, and approved entrants to a facility will be required to abide by the Department's COVID-19 entrance and screening protocols upon arrival at the facility, including completion of the COVID-19 screening form, temperature screening, and compliance with hand hygiene and face covering protocols;
- Enhanced cleaning and sanitation practices will continue;
- Facilities will continue with conducting cell searches on an as needed basis, requiring staff to wear appropriate PPE when conducting searches;
- Facilities will continue with suspicion-based drug testing practices; however, the facility CAO may approve random drug testing in areas of the facility where there may be a security need;
- Facilities will only conduct remote/virtual briefings with staff, no in-person team briefings;
- Facility CAOs will continue to identify locations within each facility (e.g. medical clinics, officer stations) in need of protective barriers and will install barriers where necessary for a sustainable operational response.
- Facilities and Central Office will prohibit all in-person meetings/gatherings, and/or site-to-site travel (replaced with virtual meetings), unless deemed emergent by the facility CAO or MDOC Incident Command team;
- **Visitation:**
 - All in-person visits at all MDOC facilities will be suspended during the month of December 2020;
 - MDOC residents will be offered access to free video visitation options during this time;
 - All timeframes and schedules will be based upon facility availability and scheduling;
 - All residents will continue to have access to at least 1 video visit per month.
 - Facilities will continue to offer 20 free text messages per week through the month of December;
 - Professional visits, including attorney visits, will be conducted via video and telephone during the month of December 2020. A facility CAO may review emergent requests on a case-by-case basis for exception;
- **Community Restitution Work**
 - Facility-based community projects which do not require off-grounds public contact/interaction will continue, as approved by the CAO;
 - On-ground community work crews will abide by social distancing, proper hand hygiene, and face covering requirements;
 - Off-grounds community work crews will be suspended during the month of December 2020;
 - Community work that is supervised by another state agency and does not require public contact/interaction, may be permitted as a facility-based work crew (i.e. DOT), if approved by the CAO;
- **Work Release**
 - Residents will be allowed to participate in on-grounds work release, as determined by the CAO;
 - During December, off-grounds work release will be suspended;
 - Work release programs will be reviewed for modification every two weeks;



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- **Furloughs and Passes**
 - During December 2020, furloughs and passes off-grounds will be suspended.
- **Death Bed and Funeral Trips**
 - Facilities will allow CAO-approved death bed visits and/or funeral trips, in accordance with MDOC policy;
 - CAOs are encouraged to provide alternative arrangements for death bed visits and funeral-related trips, such as video visits;
 - All approved trips will be required to abide by social distancing, cloth face coverings, and other COVID-19 precautions required in the community;
 - All approved trips will adhere to the MDOC's COVID-19 testing plan requirements;
- **Recreation**
 - Recreation activities and plans will continue to be established by the facility CAO, specific to the facility's schedule and layout;
 - Each facility's plan will include protocols to limit any cross-unit exposures, including cohorted groups, social distancing practices, proper hand hygiene, and wearing of face coverings;
- **Court Trips and Appearances**
 - Any off-grounds court trip will require the facility CAO's approval;
 - All court trips will be subject to MDOC's most recent COVID-19 testing and quarantine plans.
 - All court trips conducted by non-MDOC agencies will require the MDOC resident to be quarantined and monitored for 14 days upon return to the MDOC facility;
 - Court trips conducted by MDOC staff will not require any period of quarantine, unless otherwise directed by the facility CAO;
- **MDOC Transfers and County Jail Admissions**
 - All transfers and admissions will be subject to the MDOC's most recent COVID-19 testing and quarantine plans.
 - Internal MDOC facility to facility transfers will be suspended during December 2020;
 - Any exception to this, for emergency/urgent purposes, requires the approval of the Director of Classification;
 - County jail intakes will continue as set out by the MDOC's Incident Command team, and communicated to Maine Sheriff's Association;
 - County jail intake procedures may be limited and/or modified at any time in response to a correctional facility's (MDOC or county jail) COVID-19 situation;
 - In December, the MDOC will continue to accept county jail safe-keepers/boarders for the purpose of completing their concurrent/consecutive county jail sentence or while awaiting further court disposition at the request of the County Sheriff and upon approval of the MDOC Director of Classification;
 - Any active safe-keepers/boarders may also remain in MDOC custody, at the request of the County Sheriff and upon approval of the MDOC Director of Classification;
- **Programming**
 - Facilities will conduct limited, small group in-person programming in large meetings rooms and spaces (group size will be determined by the CAO, or designee, based upon the physical space available in the group room) and maintain social distancing, proper hand hygiene, along with required wearing of face coverings by staff and residents. All approved groups will adhere to the facility's cohorting restrictions, as guided by the CAO;



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- Facilities will allow for individual resident meetings and program sessions with case management and treatment staff, in accordance with social distancing, hand hygiene, and face covering requirements;
- Tele-programming opportunities (including treatment programs, education, and other offerings) will continue and be further encouraged within facilities and units, as approved by the Program Directors;
- Industries will continue modified operations, at the direction of the facility CAO, with continued production of PPE and other approved projects (as necessary);
- Facilities will implement necessary technology for the sustainable operation of treatment programming, education and vocational training classes, for use through the winter 2020 semester;
- **Dining Hall**
 - Dining services and protocols will be established by the facility CAO, specific to the facility's schedule and layout;
 - Facility kitchen work crews will be screened, daily, prior to beginning work in the kitchen;
 - Each facility's plan will include protocols and requirements for limited dining hall access and interaction, social distancing practices, proper hand hygiene, and wearing of face coverings;
 - Facilities are asked to review the guidance from DECD regarding restaurant dining and proper social distancing, hand hygiene, and cloth face coverings when developing their dining plans;
 - Facility dining halls will be utilized in a limited capacity for dining services.
- **Volunteers and Vendors**
 - Only essential vendors/contractors will be permitted on-site at facilities in December
 - Any approved vendor will be required to pass the facility's entrance and screening protocols upon arrival at the facility, including the COVID-19 screening form, temperature screening, and compliance with hand hygiene and face covering requirements;
 - On-site volunteer-led activities will be suspended for December;
 - As approved by the CAO or Program Director, facilities will also allow for individual resident meetings and program sessions with approved volunteers via video programming;
- **Medical and Behavioral Health Services**
 - During December, routine medical and behavioral health services will continue at all MDOC facilities;
 - At each facility, medical / behavioral healthcare services will overlap with standard operational plans established by the facility CAO;
 - Each facility medical and behavioral health plan will include protocols and requirements for social distancing practices, hand hygiene, hygiene and sanitation for common areas, room and workspaces, and wearing of face coverings;
 - Direct medical encounters with patients will include the proper wearing of the most appropriate PPE for the planned encounter;
 - All general areas require the wearing of face covering
 - Proper hand washing will occur before and after all patient direct encounters
 - All clinical areas in which a patient encounter has occurred in treatment room will require proper cleaning between each patient visit
 - After hours tele-encounters will be continued at facilities in which an established protocol has been developed for use



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- **Dental Services**
 - During December, routine dental services will continue at all MDOC facilities;
 - At each facility, dental services will overlap with standard operational plans established by the facility CAO;
 - Each facility dental services plan will include protocols and requirements for social distancing practices, hand hygiene, hygiene and sanitation for common areas, room and workspaces, and wearing of face coverings;
 - Direct dental encounters with patients will include the proper wearing of the most appropriate PPE for the planned encounter
 - All general areas require the wearing of a face covering
 - Proper hand washing will occur before and after all patient direct encounters
 - All clinical areas in which a patient encounter has occurred in treatment room will require proper cleaning between each patient visit
 - Resumed services will include Dentist, Oral Surgeons, Denturist, Dental Hygienist, and Dental Assistants
 - Facility dental services will comply with the Maine Board of Dentistry, Wellpath, and Maine CDC's standard recommendations for dental practices;